

SENIOR TRANSPORTATION PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Senior Transportation Planner classification exists is to perform advanced level professional planning relating to the City's roadway, transit, bicycle or pedestrian transportation networks. This position is distinguished from the Transportation Planner position by the significant experience and independent judgment required. This classification does not supervise other staff. Work is performed with a high degree of independence and is supervised by the Principal Transportation Planner.

ESSENTIAL FUNCTIONS

Acts as a leader in the development of long-range master plans for roadway, transit, bicycle or pedestrian transportation.

Serves as a primary presenter and moderator at master plan or project meetings with residents, businesses and other property owners. Coordinates the preparation and distribution of public information to support public meetings.

Identifies and guides the implementation of new capital improvement projects and manages detailed project planning and preliminary designs for projects ranging in size from several thousand to over ten million dollars each. Participates in the selection and management of consultant teams, including day-to-day direction on activities and review of billing statements. Coordinates with other city staff to resolve highly technical and complex project issues.

Prepares in-house design concept reports, cost estimates and project schedules for small to large-scale CIP projects.

Coordinates the development of transportation demand projections as either a stand-alone City model or as part of the Maricopa Association of Governments' model.

Prepares and monitors Intergovernmental Agreements with various agencies and coordinate Federal grant fund requirements with the Arizona Department of Transportation and the Maricopa Association of Governments.

Serves in a lead role with other City staff in the review of development cases and in the preparation of Local Area Master Plans.

Serves in a lead role in the preparation of work plans, schedules, and monthly reports and assist in the preparation of project and operating budgets.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Transportation and Land Use Planning.

Capital project planning and design.

Public communication and issue resolution techniques.

Intergovernmental coordination processes.

Ability to:

Listen and effectively communicate ideas, technical advice, and recommendations in one-on-one, small group and large group settings through oral, visual and written communication.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and other City Boards and Commissions.

Work cooperatively with other City employees and the general public.

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination. Measure distances and quantities using various instruments requiring precise hand movements. Perform the majority of daily work while sitting for extended periods of time.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Planning, Geography, Civil Engineering or a related field and five years of progressively responsible planning or project coordination experience. A Master's Degree, membership in the American Institute of Certified Planners or registration as a Professional Engineer may substitute for up to two years of direct work experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified